

State of California
Department of Health Services

November 7, 2003

CHDP Program Letter No.: 03-24

TO: ALL CHILD HEALTH AND DISABILITY PREVENTION (CHDP)
PROGRAM DIRECTORS, DEPUTY DIRECTORS, STATE CHILDREN'S
MEDICAL SERVICES (CMS) BRANCH STAFF AND REGIONAL OFFICE
STAFF

SUBJECT: CHDP PROGRAM SCHOOL REPORTING AND REIMBURSEMENT
REQUIREMENTS, SCHOOL YEAR 2003-2004

Purpose

This program letter outlines the legislative authority for the certificate of health examination of children entering first grade and the school reporting requirements. The purpose of this letter is to provide detailed responsibilities and procedures for school reporting by local CHDP Programs, public school districts and private schools.

Legislative Background

In cooperation with the local CHDP Program, the governing body of every public school district and private school that has children enrolled in kindergarten is required to provide information to the parents or guardians of all children on the importance of health to learning and the importance of receiving a health screening before the end of first grade.

The California Health and Safety (H&S) Code Section 124085 requires each child within 90 days of entrance into the first grade to provide a certificate approved by the Department of Health Services to the school where the child is to enroll. This certificate documents that within the prior 18 months, the child has received the appropriate health screening and evaluation services. In lieu of such a certificate, the school can accept a waiver signed by the child's parent(s) or guardian indicating that he/she does not want or is unable to obtain a health assessment and evaluation services.



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www.consumerenergycenter.org/flex/index.html

The H&S Code Section 124100 also requires every public school district and private school in California to report the following information on an annual basis:

- The total number of children enrolled in first grade.
- The number of children who have had health screening examinations as evidenced by certificates.
- The number of children whose parents or guardian have given written waivers that they do not want their children to receive health screening examinations.

The CHDP Program has the responsibility for gathering this information. By law, the public school districts and private schools are required to submit the required information to the local CHDP Program no later than January 15 each year.

The CHDP Annual School Report, (PM 272) was designed to facilitate the collection of the required information from public school districts and private schools. A copy of the PM 272 Form is enclosed. This form is also available at www.dhs.ca.gov/publications/forms/pcf/cms.htm. The process for gathering and reporting the information on the PM 272 Form is detailed in the enclosures.

Local CHDP Program Relationships with Public and Private Schools

Each local CHDP Program should establish a working relationship with public and private schools within its jurisdiction to ensure that CHDP Program school entry requirements are met. The goal of these relationships is the assurance that all parents and guardians of children entering public or private schools are receiving the information necessary to enable them to meet school entry requirements. Local CHDP Programs also assure that local health service providers are aware of the school entry requirements and provide appropriate services to meet such requirements.

In recent years, the number of entry-level school children who have had health assessments has increased as a result of the efforts of local CHDP Programs. The information on the PM 272 Form provides data for the determination of compliance rates for the children in first grade receiving health examinations. The compliance rates for prior years are listed below.

<u>Fiscal Year</u>	<u>Compliance Rate</u>	<u>Change from Previous Year</u>
1998-1999	92.9 Percent	1.9 Percent Increase
1999-2000	92.3 Percent*	0.6 Percent Increase

*Based on preliminary data.

State CMS Branch Relationships with California Department of Education (CDE), Public School Districts, and Private Schools

In collaboration with CDE, the State CMS Branch prepares and distributes a packet of information for each public school district. The CMS Branch provides a similar packet to local CHDP Programs for distribution to private schools.

The CMS Branch provides the following material to the local CHDP Programs:

- Status Report for Public School Districts
- Local CHDP Program Responsibilities with Private Schools
- Sample Cover Letter to Private Schools
- Local CHDP Program Review and Submission of PM 272 Forms to CMS Branch
- CHDP School Report Summary
- Checklist for CHDP School Report Package
- CDE List of Public School Districts
- CDE List of Private Schools

Copies of the aforementioned documents are provided in Enclosure A.

The CMS Branch provides the following material to the public school districts:

- Letter from CMS Branch to Public School Districts

- Letter from CDE to Public School Districts
- Public School District Label
- CHDP Annual School Report, (PM 272)
- Public School District Instructions for Completion of PM 272 Forms
- Public School District Review and Submission of PM 272 Forms to Local CHDP Program
- CHDP Professional Brochure

Copies of the aforementioned documents are provided in Enclosure B.

The CMS Branch provides the following material to local CHDP Programs for distribution to private schools:

- Letter from CMS Branch to Private Schools
- 2 Sets of Private School Labels
- CHDP Annual School Report, (PM 272)
- Private School Instructions for Completion of PM 272 Forms
- Private School Review and Submission of PM 272 Forms to Local CHDP Program
- CHDP Professional Brochure

Copies of the aforementioned documents are provided in Enclosure C.

Local CHDP Program Process for Gathering and Reporting School Information

To distinguish the difference between processing the PM 272 Form for public school districts and private schools, the CMS Branch has provided separate documents that address each. The Status Report for Public School Districts and the CHDP Responsibilities with Private Schools are explained in the enclosures to this letter. A set

of questions for local CHDP Programs to use during their review of the PM 272 Forms is also enclosed. A checklist for the submission of the CHDP School Report Package to the CMS Branch is provided on blue paper. The due date for local CHDP Programs to submit the PM 272 Forms to the CMS Branch is April 15, 2004.

To improve the administration of the process, three changes were made this year.

1. Sample Cover Letter to Private Schools – The local CHDP Program shall send a cover letter with each CHDP School Report Package that is sent to a private school. The cover letter shall identify the contact person at the local CHDP Office to answer questions from the private schools.

A cover letter to private schools is enclosed as a sample and may be used at the convenience of the local CHDP Office.

2. Checklist for CHDP School Report Package – To ensure completeness, a list of the documents required for submission in the CHDP School Report Package to the CMS Branch is provided on blue paper.
3. CHDP Annual School Report, (PM 272) – Only the PM 272 Form with original signature is required for submission to the CMS Branch. Copies are no longer required or necessary.

If you have any questions regarding the submission of the reports, please contact Helen Y. Wong, Program Support Section, at (916) 327-2232 or hwong1@dhs.ca.gov.

For all other questions, please refer to the CHDP School Handbook. Questions not addressed in the handbook should be directed to the Nurse Consultant in your Regional Office.

Original Signed by Maridee A. Gregory, M.D.

Maridee A. Gregory, M.D., Chief
Children's Medical Services Branch

Enclosures

**CHILD HEALTH AND DISABILITY PREVENTION (CHDP) PROGRAM
FISCAL YEAR 2003 – 2004**

LIST OF DOCUMENTS IN ENCLOSURE A

- I. Status Report for Public School Districts
- II. Local CHDP Program Responsibilities with Private Schools
- III. Sample Cover Letter to Private Schools
- IV. Local CHDP Program Review and Submission of PM 272 Forms to CMS Branch
- V. CHDP School Report Summary
- VI. Checklist for CHDP School Report Package
- VII. California Department of Education (CDE) List of Public School Districts
- VIII. CDE List of Private Schools

**CHILD HEALTH AND DISABILITY PREVENTION (CHDP) PROGRAM
FISCAL YEAR 2003 – 2004
CHDP ANNUAL SCHOOL REPORT (PM 272)**

STATUS REPORT for PUBLIC SCHOOL DISTRICTS

The Children's Medical Services (CMS) Branch sends a CHDP School Report packet to all California public school districts. The packet consists of the following:

1. Letter from CMS Branch to Public School Districts – explains the health examination requirement for children entering first grade per the California Health and Safety (H&S) Code and requests the completion of the CHDP Annual School Report, (PM 272).
2. Public School District Label – contains the school district's code; superintendent's name and title; school district's name, address, and telephone number. This label is unique for each public school district and was provided to CMS by the California Department of Education (CDE).
3. Letter from CDE to Public School Districts – documents the support from CDE to the public school districts as a concerted effort with CMS to require health assessments for children entering first grade.
4. CHDP Annual School Report, (PM 272) – form that documents the information required by the H&S Code.
5. Public School District Instructions for Completion of PM 272 Forms – in addition to the instructions printed on the back of the form, this set of instructions clarifies some areas that have caused confusion in the past.
6. Public School District Review and Submission of PM 272 Forms to Local CHDP Program – list of questions to ask during the review of the PM 272 forms prior to their submission to the local CHDP Programs.
7. CHDP Professional Brochure – tri-fold pamphlet that explains the CHDP Program and lists the local CHDP Programs and State offices.

Copies of the documents listed above are enclosed for information purposes only.

The responsibilities of the local CHDP programs with public school district reporting begin when the school districts submit the CHDP Annual School Reports, (PM 272).

By law, the deadline for the public school districts to submit all PM 272 Forms to the local CHDP Programs is January 15, 2004.

When the public school district has submitted their PM 272 Forms, the local CHDP Program shall review the forms using the PM 272 review protocol as attached.

The deadline for the local CHDP Programs to submit all PM 272 Forms to the CMS Branch is April 15, 2004.

**CHILD HEALTH AND DISABILITY PREVENTION (CHDP) PROGRAM
FISCAL YEAR 2003 – 2004
CHDP ANNUAL SCHOOL REPORT (PM 272)**

**LOCAL CHDP PROGRAM
RESPONSIBILITIES with PRIVATE SCHOOLS**

Local CHDP Programs are responsible for sending the CHDP School Report packets to all private schools throughout California. Each local CHDP Program is sent the following:

- a. Letter from Children's Medical Services (CMS) Branch to Private Schools – explains the health examination requirement for children entering first grade per the California Health and Safety (H&S) Code and requests the completion of the CHDP Annual School Report (PM 272).
- b. Private School Label (2 copies) – contains the private school's code; name and title of principal, director, or administrator; and school name, address, and telephone number. This label is unique for each private school and is provided to CMS by the California Department of Education (CDE).

Two labels are provided for different purposes: one label will be used on an envelope for mailing and the other will be sent inside the envelope to the private school who will affix it to the CHDP Annual School Report, (PM 272).

- c. CHDP Annual School Report, (PM 272) – form that documents the information required by the H&S Code.
- d. Private School Instructions for Completion of PM 272 Forms – in addition to the instructions printed on the back of the form, this set of instructions clarifies some areas that have caused confusion in the past.
- e. Private School Review and Submission of PM 272 Forms to Local CHDP Program – list of questions to ask during the review of the PM 272 forms prior to their submission to the local CHDP Programs.
- f. CHDP Professional Brochure – tri-fold pamphlet that explains the CHDP Program and lists the local CHDP Programs and State offices.
- g. CDE List of Private Schools – most recent list of private schools provided by CDE.

Prior to the distribution of the CHDP School Report packets to private schools, each local CHDP Program shall:

- 1. Reconcile the CDE List of Private Schools with their own records, and

2. Prepare a cover letter to the private schools for the School Report packet that clearly identifies the contact person and his/her telephone number or email address at the local level.

A sample cover letter to private schools is enclosed for convenience.

Local CHDP Programs shall mail the CHDP School Report packets to the private schools as follows.

1. Affix one Private School label to large envelope for mailing.
2. Insert into the large envelope, the items in the order listed below.
 - Private School Label – **must** match label that is affixed to mailing envelope;
 - Cover letter from local CHDP Program to private schools;
 - Letter from CMS Branch to Private Schools;
 - CHDP Annual School Report, (PM 272);
 - Private School Instructions for Completion of PM 272 Forms;
 - Private School Review and Submission of PM 272 Forms to Local CHDP Program; and
 - CHDP Professional Brochure
3. Mail CHDP School Report packets to private schools.

The packets must be mailed early in order to allow the private schools sufficient time to complete and return the PM 272 Forms to the local CHDP Programs by **January 15, 2004**.

4. Use the Local CHDP Program Review and Submission of PM 272 Forms to CMS Branch to process the completed PM 272 Forms from the private schools.
5. Should there be private schools with first grades within the local CHDP area that are not on the CDE List of Private Schools, the local CHDP Program shall send the CHDP School Report packet to each of the unlisted private schools.

The deadline to submit all PM 272 Forms from the local CHDP Programs to the CMS Branch is April 15, 2004.

SAMPLE COVER LETTER TO PRIVATE SCHOOLS

Date

Name of Principal, Director, or Administrator

Title

Name of Private School

Address

City, State, Zip

Dear _____:

Subject: CHILD HEALTH AND DISABILITY PREVENTION (CHDP) PROGRAM
SCHOOL YEAR 2003-2004
SCHOOL REPORTING AND REIMBURSEMENT REQUIREMENTS

Enclosed is the packet for the CHDP Annual School Report from the California Department of Health Services (DHS).

The Health and Safety Code Section 124100 requires every private school in California to annually provide the information requested on the CHDP Annual School Report, (PM 272). Please complete and return the PM 272 Form **no later than January 15, 2004** to the address below:

Name of local CHDP Office

Address

City, State, Zip

Attention: Contact Person and Title

If you have any questions, please contact **(enter name and telephone number and email address of contact person at local CHDP Office)** for further assistance.

Sincerely,

CHDP Director

Enclosures

**CHILD HEALTH AND DISABILITY PREVENTION (CHDP) PROGRAM
FISCAL YEAR 2003 – 2004
CHDP ANNUAL SCHOOL REPORT (PM 272)**

**LOCAL CHDP PROGRAM
REVIEW AND SUBMISSION of PM 272 FORMS to CMS BRANCH**

When the public school districts and private schools return the completed PM 272 Forms, the local CHDP Programs shall review each form to ensure the appropriateness and accuracy of the responses. During the review of each PM 272 Form, ask Questions 1 through 14 in the first three sections:

- Reconciliation of PM 272 Forms from Public School Districts with California Department of Education (CDE) List of Public School Districts;
- Reconciliation of PM 272 Forms from Private Schools with CDE List of Private Schools; and
- Completion and Accuracy of PM 272 Forms

After all the PM 272 Forms have been reviewed, then ask Questions 15 through 25 in the last section entitled Submission of PM 272 Forms.

Positive responses to all questions will ensure a lower number of discrepancies on the forms and greatly reduce the number of forms the Children's Medical Services (CMS) Branch will return for correction.

Reconciliation of PM 272 Forms from Public School Districts with CDE List of Public School Districts

1. Is the public school district name shown on the PM 272 Form identified on the CDE List of Public School Districts?

If yes, then mark OK next to the name of the public school district on the CDE list.

If no, then list the public school district's name, address, and telephone number; its code; and principal's name on a separate sheet entitled Additional Public School Districts. The separate sheet is considered an addendum to the CDE List of Public School Districts.

2. Has a PM 272 Form been submitted for each school district on the CDE List of Public School Districts?

If yes, then proceed to Question 3 below.

If no, then contact the public school districts that have not submitted PM 272 Forms. If there is no response by reason of refusal, closure, non-existence, etc.,

then enter the reason for no response next to the name of the public school district on the CDE list.

Reconciliation of PM 272 Forms from Private Schools with CDE List of Private Schools

3. Is the private school name shown on the PM 272 Form identified on the CDE List of Private Schools?

If yes, then mark OK next to the name of the private school on the CDE list.

If no, then list the private school's name, address, and telephone number, its code; and name and title of principal, director, or administrator on a separate sheet entitled Additional Private Schools. The separate sheet is considered an addendum to the CDE List of Private Schools.

4. Has a PM 272 Form been submitted for each school on the CDE List of Private Schools?

If yes, then proceed to Question 5 below.

If no, then contact the private schools that have not submitted PM 272 Forms. If there is no response by reason of refusal, closure, non-existence, etc., then enter the reason for no response next to the name of the private school on the CDE list.

Completion and Accuracy of PM 272 Forms

5. Has each item on the PM 272 Form been completed?

Exceptions may be Items #1, #7, and #25. The exceptions are addressed in the instructions for completion of the PM 272 Form.

6. Is the response given appropriate for each item?
7. Is the number entered in Item #9 equal to the total of all numbers entered across in Items #10, #11, #12, #13, and #14?
8. Is each total entered in Items #15 through #21 equal to the total (adding down each column) of all entries in Items #8 through #14, respectively?
9. Is the total number entered in Item #15 equal to the number entered in Item #4?

For public school districts, the numbers entered in Items #4 and #15 must be the same.

For private schools, Item #4 is blank. Therefore, this question does not apply.

10. Is the total entered in Item #16 equal to the grand total of all numbers entered across in Items #17, #18, #19, #20, and #21?
11. Is an amount entered for Item #22 if reimbursement is desired?
12. Is an original signature affixed to the PM 272 Form?
13. Is a contact person and his/her telephone number identified in Item #24?

This item may be left blank if the contact person is the person authorized to sign the PM 272 Form.

14. Did the public school district/private school send the PM 272 Form with original signature to the local CHDP Program?

Submission of PM 272 Forms

15. Did the local CHDP Program make one duplicate copy of each PM 272 Form for its files?
16. Did the local CHDP Program separate the PM 272 Forms into stacks, one for public school districts and another for private schools?
17. Did the local CHDP Program alphabetize each of the two stacks of PM 272 Forms?
18. Did the local CHDP Program keep copies of the two reconciled CDE Lists of Public School Districts and Private Schools?
19. Did the local CHDP Program complete the CHDP School Report Summary?
20. Does the total number of PM 272 Forms submitted by public school districts equal the total number of public school districts on the CHDP School Report Summary?
21. Does the total number of PM 272 Forms submitted by private schools equal the total number of private schools on the CHDP School Report Summary?
22. Is an original signature affixed to the School Report Summary?

The CHDP School Report package consists of the following:

- a) CHDP School Report Summary
- b) CDE List of Public School Districts
- c) Addendum to the CDE List of Public School Districts, if necessary
- d) PM 272 Form with original signature for each public school district
- e) CDE List of Private Schools
- f) Addendum to the CDE List of Private Schools, if necessary
- g) PM 272 Form with original signature for each private school

23. Is the CHDP School Report package complete and ready as a single submission to the CMS Branch?
24. Did the local CHDP Program send the CHDP School Report package to the CMS Branch?
25. Did the local CHDP Program send the CHDP School Report package to the following address?

Children's Medical Services Branch
Department of Health Services
P.O. Box 942732
MS 8100
Sacramento, CA 94234-7320

Attention: Helen Y. Wong
Program Support Section

26. Did the local CHDP Program send the CHDP School Report package by the deadline of **April 15, 2004**?

**CHILD HEALTH AND DISABILITY PREVENTION (CHDP) PROGRAM
FISCAL YEAR 2003 – 2004
CHDP ANNUAL SCHOOL REPORT (PM 272)**

CHDP SCHOOL REPORT SUMMARY

City/County: _____

PUBLIC SCHOOL DISTRICTS

Number of districts on California Department of Education (CDE) list	_____
Add number of districts not on CDE list	+ _____
Subtract number of districts no longer operating	- _____

Total number of districts in CHDP local jurisdiction	=====
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Number of PM 272 Forms requesting reimbursement	_____
Number of PM 272 Forms NOT requesting reimbursement	_____

Total PM 272 Forms Submitted	=====
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PRIVATE SCHOOLS

Number of schools on CDE list	_____
Add number of schools not on CDE list	+ _____
Subtract number of schools no longer operating	- _____

Total number of schools in CHDP local jurisdiction	=====
--	-------

Number of PM 272 Forms requesting reimbursement	_____
Number of PM 272 Forms NOT requesting reimbursement	_____

Total PM 272 Forms Submitted	=====
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Contact Person	Date
-----------------------	-------------

Printed Name	Title	Telephone No.
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**CHILD HEALTH AND DISABILITY PREVENTION (CHDP) PROGRAM
FISCAL YEAR 2003 – 2004
CHDP ANNUAL SCHOOL REPORT (PM 272)**

CHECKLIST for CHDP SCHOOL REPORT PACKAGE

City/County: _____

Prepare the CHDP School Report package with the following documents:

_____ CHDP School Report Summary

Public School Districts

_____ CDE List of Public School Districts – reconciled with notations

_____ Addendum to the CDE List of Public School Districts, if necessary

_____ PM 272 Form with original signature for each public school district

Private Schools

_____ CDE List of Private Schools – reconciled with notations

_____ Addendum to the CDE List of Private Schools, if necessary

_____ PM 272 Form with original signature for each private school

Send the CHDP School Report package as a single submission to the following address:

Children's Medical Services Branch
Department of Health Services
P.O. Box 942732
MS 8100
Sacramento, CA 94234-7320

Attention: Helen Y. Wong
Program Support Section

Send the CHDP School Report package no later than **April 15, 2004**.

PUBLIC SCHOOL DISTRICTS

State of California
Department of Health Services

November 7, 2003

To: COUNTY SUPERINTENDENTS OF SCHOOLS
SUPERINTENDENTS OF ELEMENTARY SCHOOL DISTRICTS
HEALTH SERVICES PERSONNEL
COUNTY OFFICES OF EDUCATION

Subject: CHILD HEALTH AND DISABILITY PREVENTION (CHDP) PROGRAM
SCHOOL YEAR 2003-2004
SCHOOL REPORTING AND REIMBURSEMENT REQUIREMENTS

Purpose

This letter outlines the legislative authority for the certificate of health examination of children entering first grade and the school reporting requirements. The purpose of this letter is to provide detailed responsibilities and procedures for school reporting by public school districts.

Legislative Background

In cooperation with local CHDP Programs, the governing body of every public school district and private school that has children enrolled in kindergarten is required to provide information to the parents or guardians of all children on the importance of health to learning and the importance of receiving a health screening before the end of first grade.

The California Health and Safety (H&S) Code Section 124085 requires each child within 90 days of entrance into the first grade to provide a certificate approved by the Department of Health Services to the school where the child is to enroll. This certificate documents that within the prior 18 months the child has received the appropriate health screening and evaluation services. In lieu of such a certificate, the school can accept a waiver signed by the child's parent(s) or guardian indicating that he/she does not want or is unable to obtain health assessment and evaluation services.



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www.consumerenergycenter.org/flex/index.html

County Superintendents of Schools
Superintendents of Elementary School Districts
Health Services Personnel
County Offices of Education
Page 2
November 7, 2003

The H&S Code Section 124100 also requires every public school district and private school in California to report the following information on an annual basis:

- ◆ The total number of children enrolled in first grade.
- ◆ The number of children who have had health screening examinations as indicated by certificates.
- ◆ The number of children whose parents or guardian have given written waivers that they do not want their children to receive health screening examinations.

School Reporting

The CHDP Annual School Report, (PM 272) was designed to facilitate the submission of the required information to the CHDP Program within your local health department. A copy of the PM 272 Form is enclosed for your convenience. This form is also available at www.dhs.ca.gov/publications/forms/pcf/cms.htm.

Instructions for completion of this form are printed on the back of the form. Because there has been some confusion in the past regarding completion of the PM 272 Form, additional instructions are enclosed for clarification.

A separate set of questions is also enclosed for use during the review of the PM 272 Forms prior to their submission to the local CHDP Program.

This year one minor change was made to the school reporting process. Only the original signed copy of the CHDP Annual School Report, (PM 272) is required for submission to the CHDP Program within the local health department.

The following items are provided to assist your completion and submission of the PM 272 Forms:

- ◆ Public School District Label
- ◆ Letter from California Department of Education
- ◆ CHDP Annual School Report , (PM 272)
- ◆ Public School District Instructions for Completion of PM 272 Forms
- ◆ Public School District Review and Submission of PM 272 Forms to Local CHDP Program
- ◆ CHDP Professional Brochure

County Superintendents of Schools
Superintendents of Elementary School Districts
Health Services Personnel
County Offices of Education
Page 3
November 7, 2003

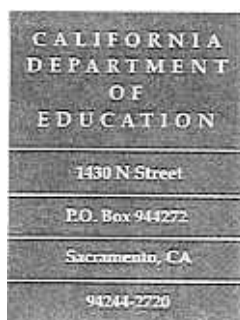
Thank you for your continued efforts to help protect the health of school children and enable children to be at their best and ready to learn.

Should you have any questions, please contact the CHDP Program within your local health department.

Original Signed by Maridee A. Gregory, M.D.

Maridee A. Gregory, M.D., Chief
Children's Medical Services Branch

Enclosures



JACK O'CONNELL
State Superintendent of Public Instruction

December 5, 2003

Dear County and District Superintendents of Schools:

**MANDATED CHILD HEALTH AND DISABILITY PREVENTION (CHDP)
HEALTH EXAMINATION AND ANNUAL REPORT**

Every school district or private school that has children enrolled in the first grade is required to report, by January 15 of each year, the number of health screening examination certificates and waivers received from the health screening examination requirement (Section 124100 of the Health and Safety Code). The mandated reporting form, PM 272, "CHDP Annual School Report," and information for completing this form are attached. You may wish to review the reporting requirements now to ensure that your records are compatible with data needs.

The law requires a health examination certificate approved by the Department of Health Services be presented to the school by the parent or guardian within 90 days after the child's entry into the first grade. A waiver form approved by the Department of Health Services—when signed by the child's parent or guardian indicating that for medical reasons or for personal beliefs, the parent or guardian does not want or is unable to obtain screening for the child—shall be accepted by the school in lieu of the certificate (Section 124085 of the Health and Safety Code). Copies of the health examination certificate, PM 171A, and the waiver form, PM 171B, may be obtained on-line at [http://www.dhs.ca.gov/publications/forms/pdf/pm171a\(bi\).pdf](http://www.dhs.ca.gov/publications/forms/pdf/pm171a(bi).pdf) or from your local health department.

Efforts made at the local level help protect the health of children who attend school. In recent years, the number of entry-level school children who have had health assessments has increased as a result of the efforts of local CHDP Programs. Through these examinations, correctable health problems that interfere with learning are resolved, and permanent disabilities often are prevented.

The local CHDP program, located in your local health agency, offers assistance to schools in fulfilling the CHDP requirements. Information may be obtained from your local CHDP program about eligibility requirements for free health checkups.

Please share this letter with the primary individual responsible for coordinating CHDP activities in your district or county office and report the name of that individual to the local CHDP program official.

If you have any questions, please contact your local health agency's CHDP program.

Sincerely,

SUE STICKEL
Deputy Superintendent, Curriculum and Instruction Branch

SS:lda
Enclosures

See instructions on reverse side.

6. Please provide name of public school district or private school, mailing address (number, street), City, State, and ZIP code in the space provided below.

Name of School (School Districts and Private Agencies Reporting More Than One School Must Complete Items 10–15 for Each School Reported) 8.	Total Number of Children Enrolled in First Grade at Time Report Prepared (Columns 10, 11, 12, 13, and 14) 9.	Number of Children With Report of Health Examination for School Entry (PM 171 A) On File 10.	Number of Children with Waiver of Health Examination for School Entry (PM 171 B)			Number of Children with Neither Documentation Nor Waiver of Examination On File 14.
			Parent Does Not Want the Examination 11.	Parent Unable to Obtain the Examination 12.	Reason Not Specified 13.	
15. Total number of schools reporting	16. Total enrolled first graders	17.	18.	19.	20.	21.

HAVE ALL ITEMS BEEN COMPLETED?

Print name	Signature	Date
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24. Name of contact person, if different from above	25. Telephone number of contact person, if different from item 5 ()
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PM 272 (12/01)

CHDP ANNUAL SCHOOL REPORT (PM 272)

INSTRUCTIONS

This form is used to report data mandated by Section 124100 of the Health and Safety Code and to invoice for desired reimbursement. Additional copies of the CHDP Annual School Report (PM 272) can be printed from the following web address: www.dhs.ca.gov/publications/forms/pcf/cms.htm.

1. For public school districts and offices of education, enter the two-digit county code, the five-digit school district code, and seven zeros (0) for the school code. For private schools, enter the two-digit county code, the five-digit school district code, and the seven-digit school code. Codes for public school districts and offices of education are listed in the "California Public School Directory." Codes for private schools are listed in the "California Private School Directory." School codes can also be found at www.cde.ca.gov/school/dir.

2–7. Self-explanatory.

8. Enter the name of each school reporting. If more than seven schools, attach a separate sheet with all required information.
9. Enter total first grade enrollment for each school. The SDE Annual Enrollment Data Report (R30) may be used as a source for this data.

NOTE: Ungraded Schools—Children age six on or before December 2 of any school year are defined as the equivalent of "children entering first grade."

Special Education Pupils—If school records indicate a complete examination was received within 18 months of first grade entry, report the child as having a documented examination. See "Ungraded Schools" above to determine equivalent of first grade entry.

10. Enter the number of children with a Report of Health Examination for School Entry (PM 171 A) on file. Children with only documentation signed by the parent or oral confirmation by the parent or examiner should be reported in item 14.
11. Enter the number of children with a Waiver of Health Examination for School Entry (PM 171 B) indicating the parent is waiving because they do not want the examination.
12. Enter the number of children with a Waiver (PM 171 B) indicating the parent is waiving because they cannot obtain the examination.
13. Enter the number of children with a Waiver (PM 171 B) with no reason or a reason that does not correspond to items 11 or 12.
14. Enter the number of children with neither documentation of a health examination, as defined in item 10, above, nor a signed waiver as indicated in items 11–13 above. Include children whose parents have not responded or refused to submit documentation/waiver, and the children who entered late and still have 90 days to complete the requirement, etc.
15. Enter the total number of schools reporting (include schools on any attached sheets).
- 16–21. Enter the total number of children from each column. (Include totals from multiple schools on any attached sheets, if necessary.) Item 16 should equal the total of items 17, 18, 19, 20, and 21.
22. Place an "X" in the appropriate box. If reimbursement is desired, the total count from item 16 is multiplied by \$1.00, and the total is entered in the space provided.
23. Print or type name of individual authorized to submit report on the first line. Their original signature and date signed must be entered in ink on the signature and date lines.
24. Print or type the name of contact person, if different from item 23.
25. Print or type the telephone number of the contact person (from items 23 or 24) if it is different from the telephone number in item 5.

Send the signed original and three copies to the CHDP program in the local health department by January 15. Retain one copy for school records.

**CHILD HEALTH AND DISABILITY PREVENTION (CHDP) PROGRAM
FISCAL YEAR 2003 – 2004
CHDP ANNUAL SCHOOL REPORT, (PM 272)**

**PUBLIC SCHOOL DISTRICT
INSTRUCTIONS for COMPLETION of PM 272 FORMS**

The instructions that are printed on the back of the CHDP Annual School Report, (PM 272) have been somewhat confusing in the past. The following instructions have been provided as additional clarification for those same instructions.

Item #1

A public school district code consists of 14 digits. The first 2 digits is the county code while the next 5 digits represent the school district code. The last 7 digits are all zeroes (-0-).

Leave blank if the public school district code is correct on the enclosed public school district label.

- or -

Enter the correct public school district code only if the code on the school district label is incorrect.

Cross out the incorrect public school district code on the label.

Ensure that the local county office of education and the California Department of Education (CDE) Press at (916) 445-0789 are notified about the correction.

Item #2

Check the box designated for Public School District.

Item #3

Enter 2003 – 2004 as the school year.

Item #4

Enter the number of public schools within the school district that have first grade.

Item #5

Enter the telephone number for the public school district.

Item #6

Enter the school district name, address, city, state, and zip code if no public school district label is enclosed.

Ensure that the local county office of education and the CDE Press at (916) 445-0789 are notified about the correction.

- or -

Affix the enclosed public school district label here.

Check the label for accuracy and correctness regarding the school district name; address; city, state, and zip code; and superintendent's name and title. The correctness of the public school district code and telephone number has been addressed in Items #1 and #5.

If all the information on the label is correct, then proceed to Item #7.

If any information on the label is incorrect, then cross out the wrong information and make the correction on the form. Ensure that the local county office of education and the CDE Press at (916) 445-0789 are notified about the correction. The notification to CDE will provide a more accurate list of public school districts in the future.

Item #7

Leave blank if the mailing address and the public school district's physical location are the same.

- or -

Enter the address of the school district's physical location only if it is different from the mailing address identified in Item #6.

Item #8

List the name of each public school within the school district that has first grade.

Item #9

Enter the total number of first graders for each school listed.

The total entered for Item #9 must equal the sum of all entries made for the same school across in Items #10, #11, #12, #13, and #14.

Item #10

Enter for each school listed the number of first graders who have a form PM 171A, Report of Health Examination for School Entry on file.

Item #11

Enter for each school listed the number of first graders with a form PM 171B, Waiver of Health Examination for School Entry because the parent(s) did not want the child to have a health examination.

Item #12

Enter for each school listed the number of first graders with a form PM 171B, Waiver of Health Examination for School Entry because the parent(s) were unable to obtain a health examination for the child.

Item #13

Enter for each school listed the number of first graders with a form PM 171B, Waiver of Health Examination for School Entry because the reason given did not apply to Items #11 or #12 or there was no reason given.

Item #14

Enter for each school listed the number of first graders who do not have either a PM 171A, Report of Health Examination for School Entry or PM 171B, Waiver of Health Examination for School Entry on file.

Exclude the number of first graders whose reasons are stated in Items #11, #12, and #13.

Include the number of first graders who have any other reason for not having a PM 171A form or PM 171B form on file. Reasons may include: the first grader's parents did not respond or refused to submit a PM 171A form or PM 171B form; the child entered first grade late and still has 90 days to meet the health examination requirement; the first grader transferred from another school and all his/her files have not yet been transferred, etc.

Item #15

Enter the total number of schools listed. Include the number of schools listed on attached sheets.

Item #16

Enter the total of all entries made under Item #9. Include entries made on attached sheets.

The total for Item #16 must equal the sum of all totals for Items #17, #18, #19, #20, and #21.

Item #17

Enter the total of all entries made under Item #10. Include entries made on attached sheets.

Item #18

Enter the total of all entries made under Item #11. Include entries made on attached sheets.

Item #19

Enter the total of all entries made under Item #12. Include entries made on attached sheets.

Item #20

Enter the total of all entries made under Item #13. Include entries made on attached sheets.

Item #21

Enter the total of all entries made under Item #14. Include entries made on attached sheets.

Item #22

Check either box marked yes or no.

If yes, then multiply the total entered in Item #16 by \$1.00 and enter the result.

If no, then proceed to Item #23.

Item #23

Print the name of the person authorized to sign the form CHDP Annual School Report, (PM 272).

Affix the original signature of the person authorized to sign the PM 272 Form.

Enter the date that the original signature was affixed.

Item #24

Enter the name of the contact person, if it is different from the authorized person, who can answer questions about information provided on the PM 272 Form.

Item #25

Enter the telephone number of the contact person, if the number is different from that provided in Item #5.

**CHILD HEALTH AND DISABILITY PREVENTION (CHDP) PROGRAM
FISCAL YEAR 2003 – 2004
CHDP ANNUAL SCHOOL REPORT, (PM 272)**

**PUBLIC SCHOOL DISTRICT
REVIEW AND SUBMISSION of PM 272 FORMS to the LOCAL CHDP PROGRAM**

Upon completion of the CHDP Annual School Report, (PM 272) use the questions below to review the PM 272 Form prior to submitting it to the CHDP Program within your local health department.

1. Has each item on the PM 272 Form been completed?

Exceptions may be Items #1, #7, #24, and #25. The exceptions are addressed in the instructions for completion of the PM 272 Form.

2. Is the number entered in Item #9 equal to the total of all numbers entered across in Items #10, #11, #12, #13, and #14?
3. Is each total entered in Items #15 through #21 equal to the total (adding down each column) of all entries in Items #8 through #14, respectively.
4. Is the total number entered in Item #15 equal to the number entered in Item #4?
5. Is the total entered in Item #16 equal to the grand total of all numbers entered across in Items #17, #18, #19, #20, and #21?
6. Is an amount entered for Item #22 if reimbursement is desired?
7. Is an original signature affixed to the PM 272 Form?
8. Is the name of a contact person and his/her telephone number identified in Items #24 and #25?

Item #24 may be left blank if the contact person is the person authorized to sign the PM 272 Form.

9. Did the public school district make a duplicate copy of the signed PM 272 Form for its own files?
10. Did the public school district submit the PM 272 Form with original signature to the local CHDP Program?
11. Did the public school district meet the **January 15, 2004 deadline** to submit the PM 272 Forms?

PRIVATE SCHOOLS

State of California
Department of Health Services

November 7, 2003

TO: PRIVATE SCHOOL ADMINISTRATORS

SUBJECT: CHILD HEALTH AND DISABILITY PREVENTION (CHDP) PROGRAM
SCHOOL YEAR 2003-2004
SCHOOL REPORTING AND REIMBURSEMENT REQUIREMENTS

Purpose

This letter outlines the legislative authority for the certificate of health examination of children entering first grade and the school reporting requirements. The purpose of this letter is to provide detailed responsibilities and procedures for school reporting by private schools.

Legislative Background

In cooperation with local CHDP Programs, the governing body of every public school district and private school that has children enrolled in kindergarten is required to provide information to the parents or guardians of all children on the importance of health to learning and the importance of receiving a health screening before the end of first grade.

The California Health and Safety (H&S) Code Section 124085 requires each child within 90 days of entrance into the first grade to provide a certificate approved by the Department of Health Services to the school where the child is to enroll. This certificate documents that within the prior 18 months the child has received the appropriate health screening and evaluation services. In lieu of such a certificate, the school can accept a waiver signed by the child's parent(s) or guardian indicating that he/she does not want or is unable to obtain health assessment and evaluation services.

The H&S Code Section 124100 also requires every public school district and private school in California to report the following information on an annual basis.

- ◆ The total number of children enrolled in first grade.
- ◆ The number of children who have had health screening examinations as indicated by certificates.
- ◆ The number of children whose parents or guardian have given written waivers



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www.consumerenergycenter.org/flex/index.html

that they do not want their children to receive health screening examinations.

School Reporting

The CHDP Annual School Report, (PM 272) was designed to facilitate the submission of the required information to the CHDP Program within your local health department. A copy of the PM 272 Form is enclosed for your convenience. This form is also available at www.dhs.ca.gov/publications/forms/pcf/cms.htm.

Instructions for completion of this form are printed on the back of the form. Because there has been some confusion in the past regarding completion of the PM 272 form, additional instruction are enclosed for clarification.

A separate list of questions is also enclosed for use during the review of the PM 272 Forms prior to their submission to the local CHDP Program.

This year one minor change was made to the school reporting process. Only the original signed copy of the CHDP Annual School Report, (PM 272) is required for submission to the CHDP Program within the local health department.

The following items are provided to assist your completion and submission of the PM 272 Forms:

- ◆ Private School Label
- ◆ CHDP Annual School Report, PM 272
- ◆ Private School Instructions for Completion of PM 272 Forms
- ◆ Private School Review and Submission of PM 272 Forms to Local CHSP Program
- ◆ CHDP Professional Brochure

Thank you for your continued efforts to help protect the health of school children and enable children to be at their best and ready to learn.

Should you have any questions, please contact the CHDP Program within your local health department.

Original Signed by Maridee A. Gregory, M.D.

Maridee A. Gregory, M.D., Chief
Children's Medical Services Branch

Enclosures

See instructions on reverse side.

6. Please provide name of public school district or private school, mailing address (number, street), City, State, and ZIP code in the space provided below.

Name of School (School Districts and Private Agencies Reporting More Than One School Must Complete Items 10–15 for Each School Reported) 8.	Total Number of Children Enrolled in First Grade at Time Report Prepared (Columns 10, 11, 12, 13, and 14) 9.	Number of Children With Report of Health Examination for School Entry (PM 171 A) On File 10.	Number of Children with Waiver of Health Examination for School Entry (PM 171 B)			Number of Children with Neither Documentation Nor Waiver of Examination On File 14.
			Parent Does Not Want the Examination 11.	Parent Unable to Obtain the Examination 12.	Reason Not Specified 13.	
15. Total number of schools reporting	16. Total enrolled first graders	17.	18.	19.	20.	21.

HAVE ALL ITEMS BEEN COMPLETED?

24. Name of contact person, if different from above	25. Telephone number of contact person, if different from item 5 ()
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Page 1 of 2

CHDP ANNUAL SCHOOL REPORT (PM 272)

INSTRUCTIONS

This form is used to report data mandated by Section 124100 of the Health and Safety Code and to invoice for desired reimbursement. Additional copies of the CHDP Annual School Report (PM 272) can be printed from the following web address: www.dhs.ca.gov/publications/forms/pcf/cms.htm.

1. For public school districts and offices of education, enter the two-digit county code, the five-digit school district code, and seven zeros (0) for the school code. For private schools, enter the two-digit county code, the five-digit school district code, and the seven-digit school code. Codes for public school districts and offices of education are listed in the "California Public School Directory." Codes for private schools are listed in the "California Private School Directory." School codes can also be found at www.cde.ca.gov/school/dir.
- 2–7. Self-explanatory.
8. Enter the name of each school reporting. If more than seven schools, attach a separate sheet with all required information.
9. Enter total first grade enrollment for each school. The SDE Annual Enrollment Data Report (R30) may be used as a source for this data.

NOTE: Ungraded Schools—Children age six on or before December 2 of any school year are defined as the equivalent of "children entering first grade."

Special Education Pupils—If school records indicate a complete examination was received within 18 months of first grade entry, report the child as having a documented examination. See "Ungraded Schools" above to determine equivalent of first grade entry.

10. Enter the number of children with a Report of Health Examination for School Entry (PM 171 A) on file. Children with only documentation signed by the parent or oral confirmation by the parent or examiner should be reported in item 14.
11. Enter the number of children with a Waiver of Health Examination for School Entry (PM 171 B) indicating the parent is waiving because they do not want the examination.
12. Enter the number of children with a Waiver (PM 171 B) indicating the parent is waiving because they cannot obtain the examination.
13. Enter the number of children with a Waiver (PM 171 B) with no reason or a reason that does not correspond to items 11 or 12.
14. Enter the number of children with neither documentation of a health examination, as defined in item 10, above, nor a signed waiver as indicated in items 11–13 above. Include children whose parents have not responded or refused to submit documentation/waiver, and the children who entered late and still have 90 days to complete the requirement, etc.
15. Enter the total number of schools reporting (include schools on any attached sheets).
- 16–21. Enter the total number of children from each column. (Include totals from multiple schools on any attached sheets, if necessary.) Item 16 should equal the total of items 17, 18, 19, 20, and 21.
22. Place an "X" in the appropriate box. If reimbursement is desired, the total count from item 16 is multiplied by \$1.00, and the total is entered in the space provided.
23. Print or type name of individual authorized to submit report on the first line. Their original signature and date signed must be entered in ink on the signature and date lines.
24. Print or type the name of contact person, if different from item 23.
25. Print or type the telephone number of the contact person (from items 23 or 24) if it is different from the telephone number in item 5.

Send the signed original and three copies to the CHDP program in the local health department by January 15. Retain one copy for school records.

**CHILD HEALTH AND DISABILITY PREVENTION (CHDP) PROGRAM
FISCAL YEAR 2003 – 2004
PM 272, CHDP ANNUAL SCHOOL REPORT**

**PRIVATE SCHOOL
INSTRUCTIONS for COMPLETION of PM 272 FORMS**

The instructions that are printed on the back of the CHDP Annual School Report, (PM 272) have been somewhat confusing in the past. The following instructions have been provided as additional clarification for those same instructions.

Item #1

A private school code consists of 14 digits. The first 2 digits is the county code while the next 5 digits represent the school district code. The last 7 digits is the code specifically assigned to this particular school.

Existing Private School

Leave blank if the private school code is correct on the enclosed private school label.

- or -

Enter the correct private school code only if the code on the school label is incorrect.

Cross out the incorrect school code on the label.

Ensure that the local county office of education and the California Department of Education (CDE) Press at (916) 445-0789 are notified about the correction.

New Private School

Contact the Technology Services Division, CDE at (916) 327-4014 and obtain a private school code if a private school is new and/or does not have such a code assigned by CDE.

Enter the private school code, displaying all 14 digits.

Item #2

Check the box designated for Private School.

Item #3

Enter 2003 – 2004 as the school year.

Item #4

Leave blank. This box is not applicable to Private Schools.

Item #5

Enter the telephone number for the private school.

Item #6

Enter the private school name, mailing address, city, state, and zip code.

- or -

Affix the enclosed private school label here.

Check the label for accuracy and correctness regarding the school name; address; city, state, and zip code; and name and title of the principal, director, or administrator. The correctness of the private school code and telephone number has been addressed in Items #1 and #5.

If all the information on the label is correct, then proceed to Item #7.

If any information on the label is incorrect, then cross out the wrong information and make the correction on the form. Also ensure that the local county office of education and the CDE Press at (916) 445-0789 are notified about the correction. The notification to CDE will provide a more accurate list of private schools in the future.

Item #7

Leave blank if the mailing address and the school's physical location are the same.

- or -

Enter the address of the school's physical location only if it is different from the mailing address identified in Item #6.

Item #8

List the name of the private school and any of its satellite schools.

Item #9

Enter the total number of first graders for each school listed.

The total entered for Item #9 must equal the sum of all entries made for the same school across in Items #10, #11, #12, #13, and #14.

Item #10

Enter for each school listed the number of first graders who have a form PM 171A, Report of Health Examination for School Entry on file.

Item #11

Enter for each school listed the number of first graders with a form PM 171B, Waiver of Health Examination for School Entry because the parent(s) did not want the child to have a health examination.

Item #12

Enter for each school listed the number of first graders with a form PM 171B, Waiver of Health Examination for School Entry because the parent(s) were unable to obtain a health examination for the child.

Item #13

Enter for each school listed the number of first graders with a form PM 171B, Waiver of Health Examination for School Entry because the reason given did not apply to Items #11 or #12 or there was no reason given.

Box #14

Enter for each school listed the number of first graders who do not have either a PM 171A, Report of Health Examination for School Entry or PM 171B, Waiver of Health Examination for School Entry on file.

Exclude the number of first graders whose reasons are stated in Items #11, #12, and #13.

Include the number of first graders who have any other reason for not having a PM 171A form or PM 171B form on file. Reasons may include: the first grader's parents did not respond or refused to submit a form PM 171A form or PM 171B form; the child entered first grade late and still has 90 days to meet the health examination requirement; the first grader transferred from another school and all his/her files have not yet been transferred, etc.

Item #15

Enter the total number of schools listed. Include the number of schools listed on attached sheets.

Item #16

Enter the total of all entries made under Item #9. Include entries made on attached sheets.

The total for Item #16 must equal the sum of all totals for Items #17, #18, #19, #20, and #21.

Item #17

Enter the total of all entries made under Item #10. Include entries made on attached sheets.

Item #18

Enter the total of all entries made under Item #11. Include entries made on attached sheets.

Item #19

Enter the total of all entries made under Item #12. Include entries made on attached sheets.

Item #20

Enter the total of all entries made under Item #13. Include entries made on attached sheets.

Item #21

Enter the total of all entries made under Item #14. Include entries made on attached sheets.

Item #22

Check either box marked yes or no.

If yes, then multiply the total entered in Item #16 by \$1.00 and enter the result.

If no, then proceed to Item #23.

Item #23

Print the name of the person authorized to sign the form CHDP Annual School Report, (PM 272).

Affix the original signature of the person authorized to sign the PM 272 Form.

Enter the date that the original signature was affixed.

Item #24

Enter the name of the contact person, if different from the authorized person, who can answer questions about information provided on the PM 272 Form.

Item #25

Enter the telephone number of the contact person, if the number is different from that provided in Item #5.

**CHILD HEALTH AND DISABILITY PREVENTION (CHDP) PROGRAM
FISCAL YEAR 2003 – 2004
CHDP ANNUAL SCHOOL REPORT, (PM 272)**

**PRIVATE SCHOOL
REVIEW AND SUBMISSION of PM 272 FORMS to the LOCAL CHDP PROGRAM**

Upon completion of the CHDP Annual School Report, (PM 272) use the questions below to review the PM 272 Form prior to submitting it to the CHDP Program within your local health department.

1. Has each item on the PM 272 Form been completed?

Exceptions may be Items #1, #7, #24, and #25. The exceptions are addressed in the instructions for completion of the PM 272 form.

2. Is the number entered in Item #9 equal to the total of all numbers entered across in Items #10, #11, #12, #13, and #14?
3. Is each total entered in Items #15 through #21 equal to the total (adding down each column) of all entries in Items #8 through #14, respectively.
4. Is the total entered in Item #16 equal to the grand total of all numbers entered across in Items #17, #18, #19, #20, and #21?
5. Is an amount entered for Item #22 if reimbursement is desired?
6. Is an original signature affixed to the PM 272 Form?
7. Is the name of a contact person and his/her telephone number identified in Items #24 and #25?

Item #24 may be left blank if the contact person is the person authorized to sign the PM 272 Form.

8. Did the private school make a duplicate copy of the signed PM 272 Form for its own files?
9. Did the private school submit the PM 272 Form with original signature to the local CHDP Program?
10. Did the private school meet the **January 15, 2004 deadline** to submit the PM 272 Forms?